



**Request for Qualifications (RFQ)
RFQ 22-013- Professional Consultant Services
Library Strategic Planning Services**

The City of New Port Richey, Florida, in compliance with the Consultants' Competitive Negotiation Act (CCNA), Florida Statute 287.055, is requesting qualifications for professional consultant services for the purposes of developing a comprehensive strategic plan for the New Port Richey Public Library (NPRPL) that will help us greet the opportunities and challenges of the next three to five years with confidence and flexibility. The process should include opportunities for public input and the resulting plan should include goals, measurable objectives, and strategies to meet community needs while helping attain city-wide goals and objectives. It should address the implications of the proposed goals for the library's collections, technology, and resources and identify the need for service with respect to future trends and technologies. The purpose of the strategic plan is to position the library to proactively provide service that meets the changing needs of our diverse community. **Proposals will be accepted until 2:00 p.m., April 11, 2022. (Late submittals will not be accepted.)**

General Information

The City of New Port Richey is located in Pasco County on Florida's central gulf coast, approximately thirty miles northwest of Tampa, Florida. The city limits stretch across approximately 4.6 square miles of beautiful landscape. The Gulf of Mexico coastline borders the west side and the Pithlachascotee River runs through the City. The City operates under the Council/Manager form of government. The City is organized into (9) departments, one of which is the NPR Public Library.

The NPR Public Library formally opened with a collection of approximately 2,000 volumes on April 10, 1920. Now with over 26,270 physical volumes and 642,771 electronic and digital resources, the newly renovated 15,692 square foot facility serves approximately 16,250 City residents as well as residents of Pasco County and neighboring counties. The first library established in Pasco County, this single municipal library is a member of the Tampa Bay Library Consortium, and remains independent of the Pasco County Library Cooperative.

The NPR Public Library has been located downtown since its inception; all library services are provided from this one location. The library currently has a staff of 14 employees: six (6) full-time employees including five (5) MLS/MLIS degreed librarians and nine (9) part-time employees. The facility is currently open 43 hours per week (Monday-Saturday) and only closed five (5) days during a total facility renovation in 2021. During that year, 56,211 people visited the library in-person; 14,257 registered library members borrowed 122,320 items; and library staff presented 189 events with an attendance of 10,090. The library charges no late fees for regularly circulating items and offers free WI-FI and use of public access computers. Other loanable resources include hotspots, Chromebook kits, original artwork, and non-GMO heirloom quality seeds. The NPR Public Library has a reputation for innovating and has received various awards, prestigious grants, and nationwide recognition for being a "Small Library with a Big Heart."

Scope of Work

The New Port Richey Public Library is soliciting qualification proposals from experienced firms that can adequately demonstrate the resources and qualifications to conduct and facilitate comprehensive strategic planning for the City of New Port Richey's Public Library. Services are anticipated to include data collection, national, state, and regional trend analysis, community stakeholder engagement, organizational effectiveness assessment, and strategic plan development and report creation.

I. The professional services required may include the following:

- a. Participating in virtual, phone, or in-person meetings with Library Director and Strategic Planning Committee, as required.
- b. Facilitating planning meetings
- c. Collecting, reviewing, and analyzing data such as census data, community feedback surveys and reports about existing library operations and other community indicators in preparation of documents.
- d. Conducting stakeholder interviews
- e. Facilitating public input sessions and focus groups in a way that moves the community through a process of identifying programs and services that need to be maintained, expanded, or added.
- f. Creating a final strategic planning document, formatted and ready for printing and electronic distribution. A final overview of the project must be submitted in the form of a PowerPoint presentation for Library use. All work produced for this project will become the property of the New Port Richey Public Library, a department of the City of New Port Richey.
- g. Advising planning team on best practices for sharing/distributing the new plan to stakeholders and the public
- h. Be available to the Library Board and Director for follow-up questions as needed.

II. Requirements

- a. Working on behalf of the City, the Vendor shall be consistent with State and Federal statutes and be an advocate for the Public Library and City throughout the project.
- b. The firm agrees to indemnify and save harmless the City, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions, and costs of action, including attorney's fees for trial and an appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the attorney or firm, its agents, servants, employees, or others, or because of or due to the mere existence of the Agreement between the parties.

Preferred Qualifications

- Previous experience working with public libraries
- Previous experience facilitating the strategic planning process and creating planning reports

Proposal format

The submittal shall not exceed five (5) pages and will include, but not limited to, the following:

- Name, address brief history of the firm and statement of how its organization is equipped to handle the scope of services delineated.
- Statement of interest pertaining to this specific project;
- Qualifications of firm principals and key members directly involved in providing the consultation services to the NPR Public Library. (Please include resume).
- Description of firm's approach to providing Strategic Long-Range Planning services in a cost-effective manner.
- Provide examples of related experience performed during the previous three (3) years.
- List of client references from similar work with contact name(s) and contact information telephone number(s), and years of involvement.
- List of any conflict of interest or potential conflicts as a result of representing the City.
- List of any complaints, malpractice actions or judgments, or claims against the firm.
- Include a projected start date of May 1, 2022, and a project timeline which includes a completion date of August 15, 2022.
- Include a Fee Proposal for the above referenced services. The cost shall be inclusive of all costs necessary to complete the project. Provide a fee computation broken down by the major tasks and for the project as a whole.

Evaluation Criteria and Selection Process

Qualifications/proposals will be evaluated by a selection committee headed by the Library Director. Firms will be notified in writing as to whether they have been selected for interview within two weeks after the submittal date. Notices for the interview will contain specific directions regarding the interview format.

Submittal Information

Please submit the proposal to:

**New Port Richey Public Library
Joyce Haasnoot, Senior Administrative Assistant
5939 Main Street
New Port Richey, FL 34652**

Mark outside of envelope: **RFQ: 22-013 Professional Consultant Services, Library Strategic Planning**

Direct questions may be submitted to Library Director, Andrea Figart, at (727) 853-1262 or via electronic mail to figarta@cityofnewportrichey.org.

